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## Federal Corrections Officer Resume

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### Job Objective

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Seeking employment as a Federal Corrections Officer Want opportunity to use my past expertise to better the organization as a whole.

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### Highlights of Qualifications:

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- Strong knowledge of resolving conflict between inmates
  - Proficient with enforcement disciplinary regulations
  - Highly skilled in working with people of differing backgrounds and behavioral patterns
  - Ability to undertake result generating persuasive selling
  - Ability to make decisions, supervise and lead others
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### Professional Experience:

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Federal Corrections Officer  
SAIC, Rochelle Park, NJ  
August 2005 – Present

- Performed duties such as issuing warrants and search notices, and receiving inmates into custody.
- Performed personal data input on the computer and reviewed outstanding warrants
- Recorded personal data on required logs and files.
- Enforced jail rules and regulations in line with standard procedures and applicable state laws.
- Provided Instructions to inmates on jail procedures and regulations.
- Responded to emergency situations with presence of mind, in addition regular monitoring of movement of inmates within assigned area of jails

Federal Corrections Officer  
GLC Associates, Rochelle Park, NJ  
May 2000 – July 2005

- Supervised inmates in living areas and during recreational activities.
  - Supervised inmates and visitors during visiting hours in visitation areas.
  - Coordinated and monitored inmates' movements.
  - Conducted head counts, and responded immediately to any emergency call.
  - Provided all round security supervision and medical security to inmates.
  - Ensured security of inmates during treatment period.
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### Education:

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Bachelor's Degree in Criminal Justice  
Midwestern State University, Wichita Falls, TX

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